

8 April 1964

MEMORANDUM FOR : Mr. Kirkpatrick *LBW*

SUBJECT : Report of Cable Secretariat Operations from 1-31 Mar '64

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 48,347 items for March broken down as follows:

Comparison With the 1963 Monthly Average

		<u>Over</u>	<u>Under</u>
CIA IN cables	21,507	12%	
CIA OUT cables	6,751		4%
Miscellaneous items	3,972	27%	
Non-CIA cables	<u>16,117</u>	<u>10%</u>	<u>      </u>
Total Work Units	48,347	11%	

b. From 1 January 1964 thru 31 March 1964 the Cable Secretariat processed 80,710 CIA IN/OUT cables, which is 10% more than the number of CIA IN/OUT cables (73,401), processed during the same period in 1963.

c. 1,327 or 3% of all cables processed were furnished to the Director as compared to 1,350 or 3% for February 1964.

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2. Personnel

a. Our personnel picture remains the same as last month. We have [redacted] persons on duty against a ceiling and T/O of [redacted]

b. This month I again had the pleasure of presenting two more quality step increases for outstanding work to [redacted] both Cable Analysts.

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3. General

I will be on military leave 30 March - 10 April 1964.

GROUP 1  
Excluded from automatic  
classification

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Cable Secretary